



Town of North Reading
Massachusetts

Community Planning

PRELIMINARY PLAN - SUBDIVISION OF LAND

APPLICATION PACKAGE

In order for the Community Planning Commission to consider an application packet "COMPLETE" all of the following items must be submitted:

1. Filing fee (\$250.00 + \$75.00 per lot) _____
2. Complete application form (Form B) _____
3. Nine (9) copies of the plans _____
4. Evidence of filing with Town Clerk
(To be provided by the CPC office at the time of submittal.) _____
5. "PDF plan emailed to planning@northreadingma.gov"
at time of filing' _____
6. Letter of authorization if applicant is other than owner _____
7. A brief letter of explanation describing the proposal _____
8. Compete certified list of abutters
(Obtainable from North Reading Assessing Office.) _____

NOTE: All costs incurred from legal advertisements and abutter notices will be borne by the applicant.



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MEMORANDUM

TO: Applicants

FROM: North Reading Community Planning Commission

SUBJECT: Guideline for Processing Applications

The Community Planning Commission wants to process applications as speedily as possible. We understand the Regulations are complex and often confusing. The Regulations are designed to deal with different situations from large scale developments to simple boundary changes. Therefore, not all the Regulations may be applicable to your application.

It is recommended that before you file your application, you discuss your proposal informally with the Planning Administrator. The Planning Administrator will review your project for conformance with the Town's Regulations and advise you on procedures for obtaining approval. Call (978) 664-6050 for an appointment.

The key to receiving a prompt decision is to have all the necessary information in to the Planning Office before the Community Planning Commission board meeting. All applications **MUST** be submitted to the Planning Office twenty one (21) days prior to the Community Planning Commission meeting at which it will formally be reviewed. The Planning Department will schedule you for a Public Hearing. In order to be scheduled, your application must be complete.

We recommend that you meet with the Planning Administrator when you submit your application to ensure that everything is in order.

Copies of the Regulations are available for your review, or purchase, in the Planning Office, Town Hall.

EXCERPTED FROM COMMUNITY PLANNING COMMISSION SUBDIVISION
RULES AND REGULATIONS

SUBDIVISION: Subdivision shall mean the division of a tract of into two (2) or more lots and shall include a re-subdivision, and, when appropriate to the context, shall relate to the process of subdivision or the land or territory subdivided; provided, however, that the division of a tract of land into two (2) or more lots shall not be deemed to constitute a subdivision within the meaning of the Subdivision Control Law, if at the time when it is made, every lot within the tract so divided has a frontage on

- (a) a Public Way;
- (b) a way shown on a plan theretofore approved in accordance with the Subdivision Control Law; or
- (c) a way in existence when the Subdivision Control Law became effective in the Town, having in the opinion of the community Planning Commission, sufficient width, suitable grades and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon. Such frontage shall be of at least such distance as is then required by zoning or other By-Law.

Conveyances or other instruments adding to, taking away from or changing the size and shape of lots in such a manner as not to leave any lot so affected without the frontage above set forth, or the division of a tract of land on which two (2) or more buildings were standing when the Subdivision Control Law went into effect in the Town in which the land lies into separate lots on each of which one (1) of such buildings remains standing, shall not constitute a subdivision. (Section 81-L of Chapter 41 of the General Laws.

Preliminary Plan

A Preliminary Plan of a subdivision may be submitted by the applicant and eight (8) prints of it shall be filed with the Community Planning commission with properly executed application and the necessary fee.

The applicant shall file, by delivery or registered or certified mail, a notice with the Town clerk stating the date of formal submission (submittal plan) for such approval of a Preliminary Plan, accompanied by a copy of a properly executed application form B. The submission of such a Preliminary Plan will enable the applicant, Community Planning Commission, Board of Health, Department of Public Works, Police Department, Fire Department, Agent to the Community Planning Commission and other Town agencies and owners of property abutting the subdivision to discuss and clarify the details of such subdivision before a Definitive Plan is prepared. There fore, it is strongly recommended that a Preliminary Plan be filed in each case. A properly executed application Form B (see Appendix B) shall be filed with the Preliminary Plans submitted to the Community Planning Commission.

The Community Planning Commission may extend the sixty (60) day period permitted by statute between submission of a Preliminary Plan and action thereon upon written request of the applicant. Until all required information and materials are submitted, no legal subdivision will have taken place and the applicant and the Town Clerk will be so notified in writing within 14 days of the date of filing. At least fourteen (14) days prior to the first meeting scheduled to discuss the preliminary plan, the applicant shall notify all owners of property abutting the proposed subdivision that a preliminary plan has been filed. The Community Planning Commission will supply the applicant with a notification form.

2. Contents

The preliminary Plan may be drawn at a suitable scale, preferably forty feet (40') to the inch. The plan shall be designated as a "Preliminary Plan" and shall provide sufficient information to form a clear basis for discussion of the details of the subdivision and for preparation of the Definitive Plan; the plan shall contain the following:

- a. The subdivision name, if any, boundaries, north point, date, scale, legend and title "Preliminary Plan".
- b. The names and addresses of the record owner of the land and the sub-divider and the name and address of the designer, engineer and surveyor who made the plan, which shall appear in the lower right hand corner.
- c. the names of all abutters, as determined from the last assessment, unless the applicant shall have more recent knowledge of such abutters.
- d. The existing and proposed lines of streets, ways, easement and any public or common areas within the subdivision, in a general manner.
- e. Major features of the land such as existing walls, fences, monuments, buildings, wooded areas, outcroppings, ditches, swamps, water bodies and natural waterways.
- f. The proposed system of sewage disposal, water installation and of drainage, including adjacent existing natural waterways.
- g. The approximate boundary lines of proposed lots, with approximate areas and dimensions.
- h. The names, approximate locations and widths of adjacent streets approaching or within reasonable proximity of the subdivision.
- i. The topography of the land with a five foot (5') contour interval; or, in flat areas, of a two foot (2') contour interval. Water bodies and their elevations shall be shown with the date of measurement.
- j. The proposed names of the proposed streets and a number on each lot on each proposed street.

- k. The profiles of existing grades and approximate proposed finished grades of the roadway and drain and other utilities.
- l. Area of adjoining land and water of the applicant not presently being subdivided.
- m. The zoning classification of land shown on the plan, including identification of the Water Resource Protection District and Aquifer Protection District Zones as overlays on the plan.
- n. Necessary engineering calculations to provide information to the Community Planning Commission that fire protection, vehicular traffic flow, and all other safety precautions are being provided.
- o. Show by shading or other methods the areas on all lots that are to be excavated or filled.

3. APPROVAL

During the discussion of the Preliminary Plan, the complete information required for the Definitive Plan and the financial arrangements will be developed.

The Community Planning Commission may give such Preliminary Plan approval, with or without modification or suggestions, after the Commission's review of data and comments from the Board of Health, Department of Public Works, Police Department, Fire Department and the community Planning Commission agent. Such approval does not constitute approval of the subdivision, but facilitates the preparation of the Definitive Plan and the securing of final approval thereof. One copy (1) of the Preliminary Plan Will be returned to the applicant. In the event of disapproval, the Community Planning Commission shall state the reasons for its disapproval in accord with Section 81-U of Chapter 41. It shall be the applicant's responsibility to submit or obtain enough data or material to obtain meaningful comments from all parties reviewing said plan.

**TOWN OF NORTH READING, MASSACHUSETTS
COMMUNITY PLANNING COMMISSION
FORM B
APPLICATION FOR APPROVAL OF A PRELIMINARY PLAN**

File one completed Form with the Community Planning Commission together with the original and eight (8) copies of the plan in question; and file a copy of this application with the Town Clerk in accordance with Section III, B-1.

Date of Filing

Received By

Date

To the Community Planning Commission:

The undersigned, being the present record owner of all land included within a proposed subdivision shown on the accompanying plan entitled _____

drawn by _____ dated _____

Being land bounded as follows: _____

_____ hereby submits said plan as a PRELIMINARY Subdivision Plan in accordance with the Rules and Regulations of the North Reading Community Planning Commission and makes application to the Commission for approval of said plan.

The undersigned's title to said land is derived from _____

_____ by deed dated _____ and recorded in the Middlesex County Registry of Deeds Book _____, Page _____, registered in the Middlesex County District Land Court, Certificate of Title No. _____ and shown on North Reading Assessor's Map Number(s): _____ Parcel(s): _____

Print Name of Applicant or Agent: _____

Signature of Applicant or Agent: _____

Address: _____

Print Name of Owner if other than Applicant: _____

Signature of Owner if not the Applicant: _____

Address: _____

#	CHECK LIST FOR PRELIMINARY PLAN SUBMITTAL - DESIGN CHECK	YES	NO
1.	Form B Review,		
2.	Proper title, north arrow, date, scale, legend, etc.		
3.	Name and address of record owner,		
4.	Name and address of sub-divider,		
5.	Name and address of engineer and surveyor,		
6.	Name of all abutters certified from Town of North Reading Assessors Office,		
7.	Existing and proposed streets,		
8.	Existing and proposed easements,		
9.	Major features, trees, water bodies, fences, walls, buildings, ditches, swamps, etc.		
10.	Proposed sewage disposal systems (review Master Plan),		
11.	Proposed water mains (review Master Plan),		
12.	Proposed drainage - including existing natural waterways (review Master Plan),		
13.	Lot boundary lines, area and dimension,		
14.	Name, location and widths of adjacent streets,		
15.	Topographic map of land with 2' contours.		
16.	Water bodies and elevations with date of measurement,		
17.	Proposed names of streets,		
18.	Profiles of existing and proposed grades for roadway,		
19.	Profiles of proposed drains,		
20.	Plan of proposed utilities (underground).		
21.	Area of adjoining land and water owned by the applicant if not being subdivided now.		
22.	Zoning classification.		
23.	Engineering calculations to provide information on public safety.		
24.	Areas to be shaded where lots are excavated or filled.		
25.	All design standards adhered to.		
26.	Review soil maps and classification.		